



DEPARTMENT OF COMMERCE

JOB AID

USAJOBS - RECRUITMENT ONE-STOP (ROS) APPLICANT REGISTRATION GUIDE




Table of contents


How to Self-Register into the USAJOBS Recruitment One-Stop System	3
How to Create a Resume.....	8
How to Create a Job Agent.....	17



How to Self-Register into the USAJOBS Recruitment System

	STEP ACTION
1	<p>Bring up your browser and enter the following URL:</p> <p>http://www.usajobs.gov/</p>
2	<p>You will see the following logon page.</p>  <p>From this screen you have the ability to browse jobs, create a resume, access information on employers, and much more.</p> <p>Click on the link “MYUSAJOBS” to create your account in the system.</p>



3	<p>STEP 1 OF 2: You will be taken to the Become a My USAJOBS member screen illustrated below.</p>  <p>USAJOBS[®] USAJOBS is the official job site of the United States Federal Government. It's your one-stop source for Federal jobs and employment information.</p> <p>Become a My USAJOBS member Take control of your job search and career today!</p> <p>Create your account now!</p> <p>With your USAJOBS membership, you can:</p> <ul style="list-style-type: none"> Post your resume online Let recruiters contact you or keep your resume private. Apply to Federal government jobs Find jobs you want and get your resume in the right hands. Receive automated job alerts Create Job Agents for updates on the latest listings. <p>Existing Users Log In Here:</p> <p>Username: <input type="text"/></p> <p>Password: <input type="password"/></p> <p>Log Me In!</p> <p>Did you forget your Username and/or Password?</p> <p>E·GOV This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.</p> <p>Home Search Jobs My USAJOBS Forms FAQS Privacy Policy Help Site Map Employer Services Contact Us Privacy Act and Public Burden Information</p>
4	<ol style="list-style-type: none"> To register with USAJOBS click the “create your account now” link illustrated in Step Action 5b. If you have already registered with USAJOBS you will be able to access your account directly by entering your username and password in the black and red box to the right of this screen. If you forgot your username and password click the “Did you forget your Username and Password” link for assistance. You will be taken to the next screen which will prompt you to enter in additional searchable information as illustrated in Step Action 5a below.



5a

STEP 2 OF 2: Enter your e-mail address to access your account.

USAJOBS[®] USAJOBS is the official job site of the United States Federal Government.
"WORKING FOR AMERICA" It's your one-stop source for Federal jobs and employment information.

HOME | SEARCH JOBS | MY USAJOBS | FORMS | EMPLOYER SERVICES

FAQS | PRIVACY POLICY | HELP | SITE MAP

Step 1. To access your account, please enter your email address so that we may locate your account information.
[Learn More](#)

Email Address:

Next

E-GoV This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

[Home](#) | [Search Jobs](#) | [My USAJOBS](#) | [Forms](#)
[FAQS](#) | [Privacy Policy](#) | [Help](#) | [Site Map](#)
[Employer Services](#) | [Contact Us](#) | [Privacy Act and Public Burden Information](#)

- If you have an active account with USAJOBS the system will search for your account by e-mail address. If the system successfully identifies your account based on the e-mail you entered on the previous screen a message will appear prompting you to enter additional information as illustrated below.
- If the system does not successfully identify your account an error message will appear in red prompting you to enter in additional searchable information to continue.

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FAQS | PRIVACY POLICY | HELP | SITE MAP

Step 2. Great news! We have located your account. Please enter the response to your secret question below and you'll be able to update your account password.

What is the name of your favorite pet?

Your Answer

Next

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[FAQS](#) | [Privacy Policy](#) | [Help](#) | [Site Map](#)
[Employer Services](#) | [Contact Us](#) | [Privacy Act and Public Burden Information](#)



5b

STEP 2 OF 2: You will be taken to the Create New Career Center Account screen illustrated below.

USAJOBS[®] USAJOBS is the official job site of the United States Federal Government.
It's your one-stop source for Federal jobs and employment information.

FAQS | PRIVACY POLICY | HELP | SITE MAP

HOME | SEARCH JOBS | MY USAJOBS | FORMS | EMPLOYER SERVICES

Create New Career Center Account

*** Required Information**

*First Name

Middle Name

*Last Name

*Home Address

Home Address 2

*City/Town

*State/Province

*Postal/ZIP Code

*Country

*Email

What is your email format preference? ☒ HTML ☐ Text

*Username Use between 4 and 20 characters

*Password Use between 4 and 20 characters

*Re-enter Password

*Password Question

*Your Answer

To help remember and protect your password, supply a personal "hint" by selecting a Password Question and answering it below.

*Are you a U.S. Citizen? ☐ Yes ☐ No

If you are not a U.S. citizen, please provide country of citizenship:

Country of citizenship:

Do you claim veterans' preference?

*Veterans' Preference ☐ No

- a. Enter your account information.
- b. The red asterisk identifies the required fields.



- c. Your password length must be between 4 and 20 characters.
- d. Select a password that will be easy for you to remember.
- e. In the Veteran's Preference field, indicate if you claim veteran's preference.
- f. Click the "submit" link when finished to proceed with registration.

Congratulations you have successfully registered for USAJOBS – Recruitment One-Stop!

*Are you a U.S. Citizen?

☐ Yes

☐ No

If you are not a U.S. citizen, please provide country of citizenship:

Country of citizenship:

Do you claim veterans' preference?



*[Veterans' Preference](#)

☐ No

☐ 5-point preference based on active duty in the U.S. Armed Forces

☐ 10-point preference for non-compensable disability or a purple heart

☐ 10-point preference based on a compensable service-connected disability of 10 percent but less than 30 percent

☐ 10-point preference based on spouse, widow, widower, or mother preference

☐ 10-point preference based on a compensable service-connected disability of 30 percent or more



This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.



[Home](#) | [Search Jobs](#) | [My USAJOBS](#) | [Forms](#)



How to Create a Resume

STEP ACTION

- 1 After you have successfully registered into the system, you can begin creating a resume and searching jobs.

As illustrated in the screen shot below, click on the Create a New Resume link below to create are resume. My Resumes link will take you to resumes you have on file.

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HOME | SEARCH JOBS | MY USAJOBS | FORMS | EMPLOYER SERVICES

FAQS | PRIVACY POLICY | HELP | SITE MAP

Your name should appear here.

Paul Smith, Welcome to Your Personal Career Center Home Page

Find everything you need to manage your career development.

► MY RESUMES

[Create a New Resume](#)

► MY JOB SEARCH AGENTS

Get your job search agent results here.

[Create New Agent](#)

After creating a "User Account", applicants Must build a resume online using USAJOBS Resume Builder.

Click here to create job search agents.

NEW USAJOBS Alerts

Confused about Civil Service exams? Well, there is no single "civil service" exam. To apply for most Federal jobs you do not have to take any kind of test at all. Go ahead and search the USAJOBS database for opportunities that match the type of job you are interested in. Then, follow the "How to Apply" instructions within each vacancy announcement. If you have questions about individual application procedures, contact the agency directly.

Current Profile Info

Paul Smith

Email: psmith@yahoo.com

If you're not Paul Smith, [click here](#)

Has your email address changed? Have you moved? [Click here](#) to update your account profile.



2

You can begin building your resume as illustrated in the screen shot below under **STEP 1: Getting Started** in the Resume Builder.

- Read the complete section.
- Complete all required fields.
- Your personal information (e.g. name, address) will be pre-populated.
- Be sure to mark resume Non-Confidential so that perspective employers can view your employment information.

Resume Builder

- 1. **Getting Started**
- 2. Experience
- 3. Related Information
- 4. Finishing Up

PLEASE NOTE: Fields with an asterisk (*) are required fields. Click on the ? after each title for more information.

USAJOBS' Resume Builder allows you to create a uniform resume that provides information required by government agencies. Instead of creating multiple resumes in different formats, you can build your resume once and be ready for all job opportunities.

Confidentiality ?

Select **confidential** to hide your contact information, current employer references from recruiters performing resume searches. [Learn more.](#)

☐ Confidential ☒ Non-Confidential *If your resume is confidential, the name of your employer will not be visible to recruiters performing resume searches.*

Candidate Information ?

Note: If your resume is **confidential**, this information will not be visible to recruiters performing resume searches. [Learn more.](#)

* **Name Your Resume** DOC Resume [What's this?](#)

* **First Name** Paul

Middle Name Taylor

* **Last Name** Smith

* **Social Security Number** ***-**-5555 [Edit Social Security Number](#)

* **Home Address** 5555 Constitution Avenue

Home Address 2

* **City/Town** Washington

* **State/Province** District of Columbia

* **Postal/ZIP Code** 20230

* **Country** US

* **Email** psmith@yahoo.com

* **Day Phone** 202-482-0000

Evening Phone 202-555-5555

--- Select ---

* **Are you a U.S. Citizen?** ☒ Yes ☐ No



* **Do you claim veterans' preference?** ☐ Yes ☒ No [Does this apply to me?](#)

Selective Service

TIP: Creating a new resume? Wondering what Federal recruiters will see? View a sample resume before creating your own. Take a look!

[Click to see a Sample Resume](#)



3	<p>a. Complete all required fields. b. Click next to go to STEP 2: Experience.</p> <div><p>* Are you a U.S. Citizen? <input checked="" type="radio"/> Yes <input type="radio"/> No</p><p>* Do you claim veterans' preference? <input type="radio"/> Yes <input checked="" type="radio"/> No Does this apply to me?</p><p>Selective Service</p><p><input type="checkbox"/> Check this box if you are an adult male born on or after January 1st 1960, and registered for Selective Service between the ages of 18 through 25.</p></div> <div><p>Federal Employee Information ?</p><p>* Are you or were you ever a permanent Federal civilian employee? <input type="radio"/> Yes <input checked="" type="radio"/> No</p></div> <div><p>SAVE FOR LATER  NEXT </p></div>
---	---



4

STEP 2: Experience: illustrated in the screen shot below.

- Your current employer information and duties can be added in this section.
- If you do not click the add work experience button your information will be delete.

Getting Started **Experience** Related Information Finishing Up

PLEASE NOTE: Fields with an asterisk (*) are required fields. Click on the ? after each title for more information.

Work Experience ? Help popup.

Note: If your resume is **confidential**, the name of your current employer (indicated by an end date of "present") will not be visible to recruiters performing resume searches. [Learn more.](#)

* **Employer Name** Department of Commerce

* **Employer City/Town** Washington

* **Employer State/Province** DC

* **Employer Country** US

* **Formal Title** Human Resources Specialist

* **Start Date** April 2006

* **End Date** Present

Salary \$50,000 USD Per Year

* **Average Hours per week** 40

May we contact your supervisor? ☒ Yes ☐ No

Supervisor's name: John Smith

Supervisor's phone number (including area code): 202-482-0001

Is this a Federal Position? ☒ Yes ☐ No

Series: 201

Pay Plan and Grade: ZA-3

* **Duties, Accomplishments and Related Skills**

Project Management
Performance Management

(You have 2958 characters remaining for your description...)

+ ADD WORK EXPERIENCE


If you click "yes", a drop down will appear for you to input your supervisor's contact information.


If you click "yes", a drop down will appear for you to input your series and grade information.

You can type or cut and paste your duties in this section.




You have 2958 characters remaining for your description...)



Employer Name	City, State	Job Title	Start Mo./Yr.	End Mo./Yr.	
Department of Commerce	Washington, DC	Human Resources Specialist	4/2006	Present	

Once your Experience has been added, your information appears here.


Education  Education Help popup.

School or Program Name **City/Town** **State** **Country** **Degree/Level Attained** **Completion Date** **Major** **Minor** **GPA** of **GPA Max.** **Total Credits Earned** **System for Awarded Credits** ☒ Semester Hours ☐ Quarter Hours ☐ Other **Honors**

Relevant Coursework, Licensures and Certifications

HR Certification

You have 1984 characters remaining for your description...)



Click the Add Education button here when finished.

OR



OR



I have no relevant education.

Job Related Training ?

List the titles and completion date of training courses that are relevant to the position you are seeking.

HR Certification
Project Management Certification

(You have 1950 characters remaining for your description...)

(max. 2,000 characters)

Click next when
finished.

PREVIOUS

SAVE FOR LATER

NEXT



5 **STEP 3: Related Information:** illustrated in the screen shot below.

- In this section you will be able to add other relevant skills.
- Complete all required fields.

Getting Started Experience **Related Information** Finishing Up

The sections below are optional. However, if you choose to complete a section you must enter all required (*) fields

References ?

Note: If your resume is **confidential**, this information will not be visible to recruiters performing resume searches. [Learn more.](#)

* **Name** Magic Johnson

Employer NBA

Title Owner

* **Phone** 555-5555

Email magicj.aol.com

* **Reference type** ☐ Professional ☒ Personal

+ ADD REFERENCE

Additional Language Skills ?

Languages Spoken Spanish

Spoken: ☐ None ☒ Novice ☐ Intermediate ☐ Advanced

Written: ☐ None ☒ Novice ☐ Intermediate ☐ Advanced

Read: ☐ None ☒ Novice ☐ Intermediate ☐ Advanced

+ ADD LANGUAGE



Availability ?

Note: Including this information will provide recruiters with additional detail on the type of position you are seeking. It will not exclude your resume from consideration.

What type of work will you be willing to accept?

- ☒ Permanent ☐ Temporary ☐ Term ☐ Intermittent
☐ Detail ☐ Temporary Promotion ☐ Summer ☐ Seasonal
☐ Federal Career Intern ☐ Student Career Experience

What type of work schedule will you be willing to accept?

- ☒ Full Time ☐ Part Time ☐ Shift Work
☐ Intermittent ☐ Job Share

Desired Locations ?

Add or delete locations as needed.

Note: Including this information will provide recruiters with additional detail on the type of position you are seeking. It will not exclude your resume from consideration.

Please select the Desired Location(s) you are willing to work in.
(For multiple locations, hold down the <Ctrl> key (PC) or <Command> key (Mac) as you select.)

Choose State

then Locale(s)

Click arrow to add ('x' to delete)

Kansas
Kentucky
Louisiana
Maine
Maryland
Massachusetts
Michigan

All Maryland
Anne Arundel County
Baltimore
Columbia
Frederick/Hagerstown
Montgomery County
Prince George's County

District of Columbia - All District
District of Columbia - Washington
Maryland - Baltimore
Maryland - Montgomery County
Maryland - Prince George's County

Show locations for this region:

[United States](#) | [Africa](#) | [Asia](#) | [Europe](#) | [North America](#) | [South America](#) | [Australia](#)
[Caribbean and Central America](#) | [Middle East](#)

PREVIOUS

SAVE FOR LATER

NEXT



6

STEP 4: Finishing Up: illustrated in the screen shot below.

- c. In this section you will be able to complete a spell check.
- d. Remember to activate the resume if you want potential employers to begin viewing your resume.
- e. You can also save the resume for later.

Congratulations you have successfully completed a resume!

USAJOBS
"WORKING FOR AMERICA"

Resume Builder Wizard

The sections below have spelling errors. This tool will guide you through the sections and highlight the spelling errors.

Section(s) with word(s) not found in dictionary:

- Education - George Washington
- Job Related Training

Section being revised: Education - George Washington

HR Certification

Change To: Hrs

Suggestions: Hrs

IGNORE **IGNORE ALL** **CHANGE** **CHANGE ALL**

GIVE US YOUR FEEDBACK **UNDO** **DONE** **CANCEL**

FINISHING UP

Spell check all of your information.

SPELL CHECK

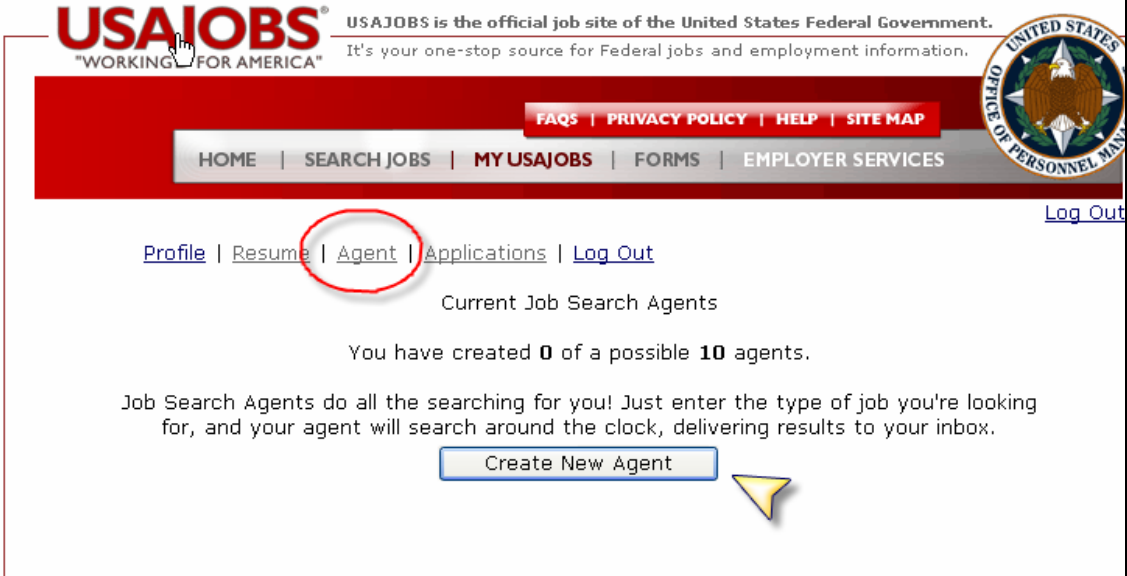
ACTIVATE RESUME

SAVE FOR LATER

PREVIOUS



How to Create a Job Agent

STEP ACTION	
1	<p>STEP 1 OF 4: You will be taken to the Create a Job Search Agent screen illustrated below.</p>  <p>The screenshot shows the USAJOBS website interface. At the top, the USAJOBS logo is displayed with the tagline "WORKING FOR AMERICA". To the right of the logo, it states "USAJOBS is the official job site of the United States Federal Government. It's your one-stop source for Federal jobs and employment information." Below this, there is a red navigation bar with links: "HOME", "SEARCH JOBS", "MY USAJOBS", "FORMS", and "EMPLOYER SERVICES". To the right of the navigation bar is the "OFFICE OF PERSONNEL MANAGEMENT" seal. Below the navigation bar, there are links: "Profile", "Resume", "Agent" (which is circled in red), "Applications", and "Log Out". Below these links, it says "Current Job Search Agents" and "You have created 0 of a possible 10 agents." Further down, it explains: "Job Search Agents do all the searching for you! Just enter the type of job you're looking for, and your agent will search around the clock, delivering results to your inbox." At the bottom of the screenshot, there is a button labeled "Create New Agent" with a yellow arrow pointing to it.</p>
	<p>This tool allows you to program agencies and locations that you would like to receive job information from.</p> <ul style="list-style-type: none">a. You can select how often you would like to receive information.b. You can add multiple search agents.



2

STEP 2 OF 4: Creating a Job Search Agent.

Create Job Search Agents

Create up to ten search agents to find jobs matching your specific criteria. They'll search around the clock and email you the results.

Job Locations

For multiple selections, hold down **Ctrl** (**Command** for Macs) while clicking selections.

CT-Wethersfield
CT-Willimantic
CT-Windsor
CT-Windsor Locks
DC-Washington

Job Categories

For multiple selections, hold down **Ctrl** (**Command** for Macs) while clicking selections.

Engineering and Architecture
Equipment, Facilities, and Services
Human Resources
Information, Arts and Public Affairs
Information Technology

Occupational Series

For multiple selections, hold down **Ctrl** (**Command** for Macs) while clicking selections.

1980 - Agricultural Commodity Grader
0406 - Agricultural Extension Specialist
1147 - Agricultural Market Reporter
1146 - Agricultural Marketing Specialist
1145 - Agricultural Program Specialist

Agencies

For multiple selections, hold down **Ctrl** (**Command** for Macs) while clicking selections.

Comm on Review of Overseas Military Facility Structure of US
COMMERCE, DEPARTMENT OF
Bureau of Economic Analysis
Bureau of Industry and Security
Bureau of the Census

Salary Range

from 60,000 to 70,000

OR

Pay Grade Range

from 11 to 12

Senior Executive

☐ Restrict results to only Senior Executive Service postings that match this search criteria



3

STEP 3 OF 4: Applicant Eligibility.

Applicant Eligibility: Are you a:

- Permanent Federal employee in a competitive position, excepted service position covered by an inter-agreement or eligible for reinstatement?
- Veteran eligible for veterans' preference or separated from the armed forces under honorable conditions after 3 years or more of continuous military service?
- Person with non-competitive appointment eligibility?

☒ No ☐ Yes

How Often Do You Want to Receive Email Notification?

☐ Daily ☒ Weekly ☐ Bi-Weekly ☐ Monthly ☐ None

Position Type

Select the type of job you would like to search for.

☐ Part-Time ☒ Full-Time

Complete sections to help you identify which of jobs you want notice of.

Title Search

Use keywords that are in the title of job of interest.

IT

Search Keywords

Use keywords to describe your specific skills or areas of interest.

HR

Agent title *

Use a name to personalize your search agent.

DOC Jobs

Save Agent

Cancel Agent



4 **STEP 4 OF 4: Congratulations you have created a job search agent!**



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It's your one-stop source for Federal jobs and employment information.

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[Profile](#) | [Resume](#) | [Agent](#) | [Applications](#) | [Log Out](#)

Current Job Search Agents

You have created **1** of a possible **10** agents.

Agent1

DOC Jobs
[View](#) | [Edit](#) | [Delete](#)

Date Posted
4/10/2006

[Create New Agent](#)



Tips on Managing Your Agents

View: View runs the agent.

Edit: Make changes to your agent any time.

Delete: Permanently remove your agent.